

## Claims

1. A method for tracking task progression for each member in a group, the method comprising:

recording projects of the group;

5 planning project tasks for each member in the group, the tasks directed towards completing the projects;

receiving a request for an ad hoc task which interrupts a schedule for the planned project tasks;

readjusting the project tasks to capture the interruption of the ad hoc task; and

10 requesting a report for each member in the group, the report configured to display progress of the project tasks for each member, wherein the report is capable of presenting the ad hoc tasks for each member of the group over a tracking period.

2. The method as recited in claim 1, wherein the recording projects of the group further includes:

approving a set of the projects for implementation.

3. The method as recited in claim 1, further including:

entering completed tasks.

4. The method as recited in claim 1, wherein the projects, the planned tasks, the ad hoc task and the completed tasks are stored in databases as flat files.

5. The method as recited in claim 1, wherein the report is further configured to display a list including planned tasks for the tracking period and completed tasks for

the tracking period for each member, the list dynamically readjusting as the project tasks readjust.

6. The method as recited in claim 1, wherein in response to receiving the request for the ad hoc task, the method further includes:  
forecasting a delay of a completion date for each of the projects.

7. A computer implemented method for coordinating projects, the projects including tasks to be performed to complete the projects, the method comprising:

establishing a projected project list tallying the projects;  
dividing each of the projects of the projected project list into planned tasks;  
assigning the planned tasks;  
receiving a request for an ad hoc task which interrupts a planned task schedule;  
storing the ad hoc task; and  
in response to receiving the ad hoc task, the method further includes,  
readjusting the planned task schedule to incorporate the interruption caused by the ad hoc task.

8. The method as recited in claim 7, further including:  
entering completed tasks; and  
presenting reports.

9. The method as recited in claim 7, further including:  
updating progress on the planned tasks for each tracking period.

10. The method as recited in claim 9, wherein the tracking period is one week.

11. The method as recited in claim 7, wherein the ad hoc task is a plurality of ad hoc tasks.

5 12. The method as recited in claim 11, further including:  
generating a warning if more than a target limit of the ad hoc tasks are received by a group member.

10 13. The method as recited in claim 11, further including;  
redirecting ad hoc tasks received by a first group member in excess of a target limit to a second group member.

14. A system for monitoring resource utilization of members in a group, the system comprising:

15 a projected project list database, the projected project list database including initiatives of the group;

a planned task database, the planned task database including planned tasks to be completed over a tracking period for group members;

20 an ad hoc database, the ad hoc database including non-planned tasks performed by the group members, the non-planned tasks interrupting the planned tasks; and

a completed task database, the completed task database including planned tasks completed over the tracking period, wherein the planned task database and the completed task database is capable of readjusting for schedule slippage due to the non-planned tasks.

25 15. The system as recited in claim 14 further including:

a report generator, the report generator configured to pull data from the databases to track progress of the planned tasks and list the non-planned tasks for each member of the group.

5           16.    The system as recited in claim 14, wherein the system is accessible through a distributed network.

17.    The system as described in claim 15, wherein the report generator is configured to forecast delays to initiatives effected by the readjusting.

10           18.    A computer readable media having program instructions for tracking task progression for each member in a group, comprising:

program instructions for recording projects of the group;

15           program instructions for planning project tasks for each member in the group, the tasks directed towards completing the projects;

program instructions for receiving a request for an ad hoc task which interrupts a schedule for the planned project task;

program instructions for readjusting the project tasks to capture the interruption of the ad hoc task; and

20           program instructions for requesting a report for each member in the group, the report configured to display progress of the project tasks for each member, wherein the report is capable of presenting the ad hoc tasks for each member of the group over a tracking period.

25           19.    The computer readable medium as recited in claim 18, wherein the program instructions for recording projects of the group further includes:

program instructions for approving a set of the projects for implementation.

20. The computer readable medium as recited in claim 18, further including:  
program instructions for entering completed tasks.

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21. The computer readable medium as recited in claim 18, wherein the report  
is further configured to display a list including planned tasks for the tracking period and  
completed tasks for the tracking period for each member, the list dynamically readjusting  
as the project tasks readjust.

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22. The computer readable medium as recited in claim 18, wherein the  
tracking period is one week.

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